



MUSLIM COLLEGE OF EDUCATION

NO 1 NEW STREET, THIRUVITHANCODE, KANYAKUMARI DIST

Minutes of IQAC

Date: 05-07-2019


Venue: Principal's Chamber

AGENDA OF THE MEETING

- Discussion of the IQAC initiatives of the previous year
- Preparation of Annual Plan for the year 2019 - 2020.
- Preparation of the Academic Calendar
- Orientation for B.Ed./M.Ed. Programme.
- Preparation of Timetable and workload
- School internship of B.Ed students
- Conduct of orientation programme for the new B. Ed. Batch 2019-2020.
- Celebration of World Environment Day, International Yoga Day and Reading Week.

MINUTES


- The IQAC initiatives of the assessment year 2018-2019 was discussed and evaluated. It was decided to prepare the Annual Plan for the year 2019- 2020 so as to focus on quality enhancement of the activities of the institution.
- Discussions regarding the preparation of Academic calendar were done. A Committee consisting of Programme coordinator, Student Advisor and IQAC coordinator was constituted for the same.
- Duties were assigned for the preparation of Timetable and workload.
- The duties for preparing timetable and workload for the new academic year were allotted.
- Decided to celebrate World Environment Day and International Yoga Day.
- Decided to conduct Reading week celebrations from 15th to 19th July 2019.
- An orientation towards B. Ed. and M.Ed. Curriculum was decided to be conducted for the new batch of students by the Programme Co-ordinator.
- Commencement of school internship for second year B.Ed students


Principal
Muslim College of Education,
Thiruvithancode




Signature of the IQAC Co-Ordinator
Muslim College of Education

MEMBERS PRESENT IN THE MEETING			
1.	Dr.V.S. Pramod.	Principal, Chairperson	
2.	Ramaswamy.V	Senior Administrator Officer	
3.	Valsala.L	Asst Professor	
4.	Merline Jaya.D	Asst Professor	
5.	Indira	Asst Professor	
6.	Derinoji	Asst Professor	
7.	H.Mohamed Ali	Secretary	
8.	S. Kader Mytheen	Member, Local Society	
9.	Jagatha Mini	Nominee from Alumni	
10.	Feroskhan	Nominee from Industrialist	
11.	Raina Rose J.	Co-ordinator	
12.	Rajasekharan,	Nominee from PTA	


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Minutes of IQAC

Date: 05-08-2019

Venue: Principal's Chamber

AGENDA OF THE MEETING

- Evaluation of the activities conducted based on the previous IQAC meeting
- Finalisation of the academic calendar and annual plan of the institution
- Training programmes on Yoga for the B.Ed. students.
- Celebration of Hiroshima Day, Independence Day and Inauguration of Subject Associations and Clubs
- Celebration of Onam
- Celebration of Teachers day

MINUTES

- The activities organised based on the first IQAC meeting for the year were evaluated and areas for improvement were chalked out.
- Detailed discussion on the academic calendar and annual plan were done and finalised.
- One day Training programme on yoga to be conducted for 1 year B. Ed. students.
- Celebration of Hiroshima Day and Independence Day and Onam was decided.
- Teachers day celebration will be conducted on 5th September 2019



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Minutes of IQAC

Date: 20-09-2019

Venue: Principal's Chamber

AGENDA OF THE MEETING

- Finalisation of Plan of action
- Collection of the feedback forms
- Preparation of AQAR fir the year 2018-2019
- College Union Election.
- Releasing of the College Magazine of the year 2018-2019
- Union and Arts Club inauguration.

MINUTES

- Action plan prepared for the semester was discussed and finalised
- College Union Election will be conducted on 29 September 2019
- College magazine for the year 2018-2019 was decided to be release
- Union and Arts Club inauguration will be celebrated on 5th October 2019.
- Decided to collect feedback forms



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Minutes of IQAC

Date: 05-11-2019

Venue: Principal's Chamber

AGENDA OF THE MEETING

- Discussion on previous IQAC minutes.
- Analysis of the feedback report.
- Initial discussion on AQAR 2018-2019
- Arranging Communicative English classes for school students
- Celebration of days of importance
- School Internship Programme to Schools by M. Ed Students.

MINUTES

- The initiatives taken based on the previous IQAC meeting were analysed
- The initial draft of the AQAR prepared for the previous year was discussed and modifications were suggested
- Decided to conduct Communicative English classes to the students
- Decided to celebrate Childrens day and decided to conduct various programmes
- Decided to analyse collected feedback forms



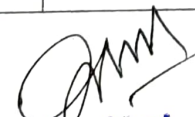

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Minutes of IQAC

Date: 09-01-2020


Venue: Principal's Chamber

AGENDA OF THE MEETING

- Finalisation of the AQAR of the year 2018-2019
- Review of the previous IQAC minutes
- Review on action plan
- Organising Campus Placement.
- Planning related to Educational Tour and Community Living Camp.
- Celebration of college day
- Planned to conduct educational camp and educational tour



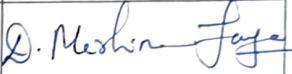





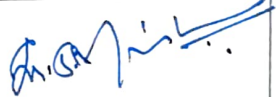

MINUTES


- The AQAR for the previous year was thoroughly analysed and was finalised
- The programmes conducted based on the previous IQAC meeting was analysed and new plans were chalked out
- The extent to which the action plan was adhered to was evaluated and its further implementation was discussed
- Campus Placement was planned to be organized on 23rd January 2020.
- Educational Tour and Community Living Camp were planned to be conducted in February 2020 respectively.
- The preparations and arrangements related to the College Day Celebrations were discussed.


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